Ontario

Ministry
of Education

Pathways *for* Success

Sample Timetables for Supporting Students at Risk

2003

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Cette publication est également offerte en français sous le titre suivant : *Itinéraires favorisant la réussite : Modèles d'itinéraires pour appuyer les élèves à risque, 2003.*

This publication is available on the Ministry of Education website at http://www.edu.gov.on.ca.

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Introduction

This resource document is intended to assist school boards, principals, and teachers in developing programs to meet the needs of students in their schools who may be at risk of not completing the requirements for the Ontario Secondary School Diploma (OSSD). It provides specific suggestions for the development of program models that are consistent with ministry policy and that would be appropriate for a variety of students who may be having difficulty meeting diploma requirements.

In 2002, the Curriculum Implementation Partnership of the Ministry of Education and its Ad Hoc Advisory Committee, which include teachers, school and board leaders, community members, parents, and special education representatives, made a number of recommendations for action to be taken to address the needs of students at risk. The ministry then established the At-Risk Working Group to develop specific suggestions. One of the recommendations in the working group's report[1] was that models of "program pathways" be developed for students at risk, in particular for students intending to enter the work force directly from secondary school. The sample timetables in the present document were developed in response to this recommendation. (It should also be noted that this document complements the work of the Program Pathways Work Group on Students at Risk, whose mandate includes the development of effective school–work transition programs.) Drafts of the sample timetables were presented to district steering committees and to board representatives across the province. The timetables reflect suggestions from the participants in these discussions, which included the recommendation that they be made widely available.

The sample timetables provided on the following pages illustrate ways in which a variety of support strategies and program options that are outlined in *Ontario Secondary Schools, Grades 9 to 12: Program and Diploma Requirements, 1999* (OSS) can be integrated into programs for students at risk. Eight sample programs are outlined for Grades 9 to 12. Users familiar with OSS diploma requirements will see that the various combinations of alternatives and substitutions described for Grades 9 to 12 will allow students to earn the total number of credits required for the OSSD or, in one case, the Ontario Secondary School Certificate (OSSC). Provision is also made for earning the required credits over four or more years. Support strategies are integrated into the outlines and are shown in boldface type.

References to numbered notes are given where necessary on each timetable. These notes follow the timetables, and consist of explanations and supporting policy contained in OSS and various curriculum policy documents.

A list of the requirements for the OSSD and the OSSC is provided on page 4 for reference. For further details, see OSS, section 3: Diploma Requirements and Related Procedures, and appendix 5: Compulsory Credits.

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1. Barry C. O'Connor, Chair, *A Successful Pathway for All Students*, Final Report of the At-Risk Working Group to the Ontario Ministry of Education ([Toronto]: January 2003).

REQUIREMENTS FOR THE ONTARIO SECONDARY SCHOOL DIPLOMA (OSSD)

- ***Compulsory credits (total of 18)***

  4 credits in English (1 credit per grade)

  1 credit in French as a second language

  3 credits in mathematics (at least 1 credit in Grade 11 or 12)

  2 credits in science

  1 credit in Canadian history

  1 credit in Canadian geography

  1 credit in the arts

  1 credit in health and physical education

  0.5 credit in civics

  0.5 credit in career studies

  plus:

  1 additional credit in English, *or* a third language, *or* social sciences and the humanities, *or* Canadian and world studies

  1 additional credit in health and physical education, *or* the arts, *or* business studies

  1 additional credit in science (Grade 11 or 12) *or* technological education (Grades 9–12)

- ***Optional credits (total of 12)***

  In addition to the 18 compulsory credits, students must earn 12 optional credits.

- ***Community involvement activities (40 hours)***

- ***Ontario Secondary School Literacy Test***

  Students must successfully complete the literacy test.

REQUIREMENTS FOR THE ONTARIO SECONDARY SCHOOL CERTIFICATE (OSSC)

- ***Compulsory credits (total of 7)***

  2 credits in English

  1 credit in Canadian geography or Canadian history

  1 credit in mathematics

  1 credit in science

  1 credit in health and physical education

  1 credit in the arts or technological education

- ***Optional credits (total of 7)***

  In addition to the 7 compulsory credits, a student must earn 7 credits selected by the student from available courses.

Sample Timetable

School–Work Transition Program (OSSD): Broad-Based Technology or Business Studies Focus (Public Schools)

GRADE 9 – FOUNDATION

Integrated OSS support strategies are shown in **bold**

SEMESTER 1 OR DAY 1*	C English, Academic (ENG1D) *or* Applied (ENG1P) (See note 2) *or* C **English, Locally developed compulsory credit course** (See note 3)	**Learning Strategies 1: Skills for Success in Secondary School, Open (GLS1O)** (See note 4)	C Geography of Canada, Academic (CGC1D) *or* Applied (CGC1P) **With modifications to expectations for students with IEP** (See note 5)	C Integrated Technologies, Open (TTI1O) **Include job shadowing and work experiences (e.g., in skilled trades, tourism)** *or* C **Dramatic Arts, Open (ADA1O)** **For students in programs with Business Studies focus**
SEMESTER 2 OR DAY 2*	C Principles of Mathematics, Academic (MPM1D) *or* Foundations of Mathematics, Applied (MFM1P) *or* C **Mathematics, Locally developed compulsory credit course**	C Healthy Active Living Education, Open (PPL1O)	C Science, Academic (SNC1D) *or* Applied (SNC1P) *or* C **Science, Locally developed compulsory credit course**	C Core French, Academic (FSF1D) *or* Applied (FSF1P) *or* ***Substitution 1:*** **Introduction to Information Technology in Business, Open (BTT1O)** (See note 6)

Teacher-Adviser Program and the Annual Education Plan (Grade 9)
- Self-assessment, setting goals, planning for action, and setting priorities
- Course selection in preparation for Grade 10
- Sample activities are available from the Ministry of Education and online from the Ontario School Counsellors' Association website: http://www.osca.ca

Experiential Learning Activities
- job shadowing, job twinning, and work experience

Grade 9 credit total:†	**8**
Compulsory:	7
Optional:	1

Notes
* in a non-semestered school. See note 1.
† Totals are calculated on the assumption that all the support strategies indicated in the timetables have been used.
C = Compulsory Credit
For numbered notes, see pages 37–40.

SWT Program (OSSD): BBT or Business Studies Focus (Public Schools) – Grade 10

GRADE 10 – FOUNDATION

Integrated OSS support strategies are shown in **bold**

SEMESTER 1 OR DAY 1*	C English, Academic (ENG2D) *or* Applied (ENG2P) *or* ***Substitution 2:*** **Dramatic Arts, Open (ADA2O)**	C Principles of Mathematics, Academic (MPM2D) *or* Foundations of Mathematics, Applied (MFM2P) *or* **Mathematics, Locally developed optional credit course** (See note 3)	C **Literacy Skills: Reading and Writing, Grade 11, Open (ELS3O)** (See note 7)	***Broad-Based Technology Focus*** **2-credit package in any combination of Grade 10 courses:** **Construction Technology (TCJ2O) *or*** **Health and Personal Services Technology, Open (TPJ2O) *or*** **Hospitality and Tourism Technology, Open (TFJ2O)** ***OR*** ***Business Studies Focus*** **2–credit package:** C **Introduction to Business, Open (BBI2O) *and*** **Media Arts, Open (ASM2O)** **Include job shadowing and work experience opportunities to help prepare students for SWT programs** (See notes 8 and 10)
SEMESTER 2 OR DAY 2*	C Science, Academic (SNC2D) *or* Applied (SNC2P) *or* **Learning Strategies 1, Open (GLE1O)** **For students with IEP**	C Canadian History in the Twentieth Century, Academic (CHC2D) *or* Applied (CHC2P) **With modifications to expectations for students with IEP**	C Civics (0.5 credit), Open (CHV2O) *and* Career Studies (0.5 credit), Open (GLC2O) **With modifications to expectations for students with IEP** **Include job shadowing and work experiences (e.g., in skilled trades, tourism, retail, small business)**	

Teacher-Adviser Program and the Annual Education Plan (Grade 10)
- Getting started with academic and career portfolios
- Addressing student needs, reviewing occupational information, and starting to think about financial planning
- Course selection in preparation for Grade 11
- Sample activities are available from the Ministry of Education and online from the Ontario School Counsellors' Association website: http://www.osca.ca

Experiential Learning Activities
- job shadowing, job twinning, and work experience

Grade 10 credit total:	**8**
Compulsory:	
BBT	4
Business Studies	5
Optional:	
BBT	4
Business Studies	3

Notes
* in a non-semestered school. See note 1.
C = Compulsory Credit
For numbered notes, see pages 37–40.

GRADE 11 – DESTINATION-RELATED

Integrated OSS support strategies are shown in **bold**

SEMESTER 1 OR DAY 1*	C English, Workplace Preparation (ENG3E)	C Mathematics for Everyday Life, Workplace Preparation (MEL3E)	**SCHOOL–WORK TRANSITION PROGRAM** **4-credit package** (See note 9) ***Broad-Based Technology Focus*** (See note 10) **2 in-school credits:** **Construction Technology, Workplace Preparation (TCJ3E) *or*** **Hairstyling and Aesthetics, Workplace Preparation (TPE3E) *or*** **Hospitality and Tourism, Workplace Preparation (TFH3E)** ***and*** **2 credits through cooperative education** **Possible entry into Ontario Youth Apprenticeship Program (OYAP)** (See note 11) ***OR*** ***Business Studies Focus*** **2 in-school credits:** **Introduction to Retail and Services Marketing, Workplace Preparation (BMX3E) *and*** **Introduction to Accounting, Workplace Preparation (BAI3E)** ***and*** **2 credits through cooperative education**
SEMESTER 2 OR DAY 2*	C Science, Workplace Preparation (SNC3E) **(If needed to fulfil requirement for 2 science credits and Group 3 additional science [Gr. 11 or 12] or technological education [Gr. 9–12] credit)**	C Introduction to Retail and Services Marketing, Workplace Preparation (BMX3E) (For students taking package with BBT focus) *or* C Technological Design, Workplace Preparation (TDJ3E) (For students taking package with Business Studies focus)	

Teacher-Adviser Program and the Annual Education Plan (Grade 11)
- Refining academic and career portfolios, personal management skills, and learning strategies
- Course selection in preparation for Grade 12
- Sample activities are available from the Ministry of Education and online from the Ontario School Counsellors' Association website: http://www.osca.ca

Experiential Learning Activities
- job shadowing, job twinning, work experience, and cooperative education

Grade 11 credit total:	**8**
Compulsory:	
BBT	4
Business Studies	4
Optional:	
BBT	4
Business Studies	4

Notes
* in a non-semestered school. See note 1.
C = Compulsory Credit
For numbered notes, see pages 37–40.

SWT Program (OSSD): BBT or Business Studies Focus (Public Schools) – Grade 12

GRADE 12 – DESTINATION-RELATED

Integrated OSS support strategies are shown in **bold**

SEMESTER 1 OR DAY 1*	C English, Workplace Preparation (ENG4E)	C Mathematics for Everyday Life, Workplace Preparation (MEL4E)	Organizational Studies: Managing a Small Business, Workplace Preparation (BOG4E)	C *or* O Any course that meets an optional *or* compulsory credit requirement, as needed by the individual student
SEMESTER 2 OR DAY 2*	C **SCHOOL–WORK TRANSITION PROGRAM** **Broad-Based Technology or Business Studies Focus** **4-credit package: 1 in-school credit and 3 credits through cooperative education in the workplace** ***Broad-Based Technology Focus*** **Construction Technology, Workplace Preparation (TCJ3E) *or*** **Hairstyling and Aesthetics, Workplace Preparation (TPE3E) *or*** **Hospitality and Tourism, Workplace Preparation (TFH3E)** ***OR*** ***Business Studies Focus*** **Accounting for a Small Business, Workplace Preparation (BAN4E)**			

Teacher-Adviser Program and the Annual Education Plan (Grade 12)
- Stress management, financial planning, preparing for the transition from secondary school
- Sample activities are available from the Ministry of Education and online from the Ontario School Counsellors' Association website: http://www.osca.ca

Experiential Learning Activities
- cooperative education

Grade 12 credit total:	**8**
Compulsory:	
BBT	3
Business Studies	2
Optional:	
BBT	5
Business Studies	6
Cumulative credit total	
Compulsory:	18
Optional:	14

Notes
* in a non-semestered school. See note 1.
C = Compulsory Credit
O = Optional Credit
For numbered notes, see pages 37–40.

Sample Timetable

School–Work Transition Program (OSSD): Broad-Based Technology or Business Studies Focus (Catholic Schools)†

GRADE 9 – FOUNDATION Integrated OSS support strategies are shown in **bold**

SEMESTER 1 OR DAY 1*	C English, Academic (ENG1D) *or* Applied (ENG1P) (See note 2) *or* **C English, Locally developed compulsory credit course** (See note 3)	**Learning Strategies 1: Skills for Success in Secondary School, Open (GLS1O)** (See note 4) *or* Religious Education (HRE1O)	C Geography of Canada, Academic (CGC1D) *or* Applied (CGC1P) **With modifications to expectations for students with IEP** (See note 5)	C Integrated Technologies, Open (TTI1O) **Include job shadowing and work experiences (e.g., in skilled trades, tourism)** *or* **In programs with Business Studies focus – *Substitution 1* (if taking only 2 science): Dramatic Arts, Open (ADA1O)** (See note 6)
SEMESTER 2 OR DAY 2*	C Principles of Mathematics, Academic (MPM1D) *or* Foundations of Mathematics, Applied (MFM1P) *or* **C Mathematics, Locally developed compulsory credit course**	C Healthy Active Living Education, Open (PPL1O)	C Science, Academic (SNC1D) *or* Applied (SNC1P) *or* **C Science, Locally developed compulsory credit course**	C Core French, Academic (FSF1D) *or* Applied (FSF1P) *or* ***Substitution 1 (BBT) / Substitution 2 (Bus.):* Introduction to Information Technology in Business, Open (BTT1O)**

Teacher-Adviser Program and the Annual Education Plan (Grade 9)
- Self-assessment, setting goals, planning for action, and setting priorities
- Course selection in preparation for Grade 10
- Sample activities are available from the Ministry of Education and online from the Ontario School Counsellors' Association website: http://www.osca.ca

Experiential Learning Activities
- job shadowing, job twinning, and work experience

Grade 9 credit total: ††	**8**
Compulsory:	7
Optional:	1

Notes
* in a non-semestered school. See note 1.
† It may be advisable for students whose program incorporates all of the support strategies indicated in this timetable, as well as the four Religious Education courses, to take more than four years to complete their high school program.
†† Totals are calculated on the assumption that all the support strategies indicated in the timetables have been used.
C = Compulsory Credit
For numbered notes, see pages 37–40.

SWT Program (OSSD): BBT or Business Studies Focus (Catholic Schools) – Grade 10

GRADE 10 – FOUNDATION

Integrated OSS support strategies are shown in **bold**

SEMESTER 1 OR DAY 1*	C English, Academic (ENG2D) *or* Applied (ENG2P) *or* ***Substitution 2 (BBT) / Substitution 3 (Bus.):*** **Dramatic Arts, Open (ADA2O)**	C Principles of Mathematics, Academic (MPM2D) *or* Foundations of Mathematics, Applied (MFM2P) *or* **Mathematics, Locally developed optional credit course** (See note 3)	**Literacy Skills: Reading and Writing, Grade 11, Open (ELS3O)** (See note 7)	***Broad-Based Technology Focus*** **2-credit package in any combination of Grade 10 courses:** **Construction Technology, Open (TCJ2O) *or*** **Health and Personal Services Technology, Open (TPJ2O) *or*** **Hospitality and Tourism Technology, Open (TFJ2O)** ***OR*** ***Business Studies Focus*** **2-credit package:** C **Introduction to Business, Open (BBI2O) *and*** C **Media Arts, Open (ASM2O)** **Include job shadowing and work experience opportunities to help prepare students for SWT programs** (See notes 8 and 10)
SEMESTER 2 OR DAY 2*	C Science, Academic (SNC2D) *or* Applied (SNC2P) *or* **Learning Strategies 1, Open (GLE1O)** **For students with IEP** *or* Religious Education (HRE2O)	C Canadian History in the Twentieth Century, Academic (CHC2D) *or* Applied (CHC2P) **With modifications to expectations for students with IEP**	C Civics (0.5 credit), Open (CHV2O) *and* Career Studies (0.5 credit), Open (GLC2O) **With modifications to expectations on IEP** **Include job shadowing and work experiences (e.g., in skilled trades, tourism, retail, small business)**	

Teacher-Adviser Program and the Annual Education Plan (Grade 10)
- Getting started with academic and career portfolios
- Addressing student needs, reviewing occupational information, and starting to think about financial planning
- Course selection in preparation for Grade 11
- Sample activities are available from the Ministry of Education and online from the Ontario School Counsellors' Association website: http://www.osca.ca

Experiential Learning Activities
- job shadowing, job twinning, and work experience

Grade 10 credit total:	**8**
Compulsory:	
BBT	3
Business Studies	5
Optional:	
BBT	5
Business Studies	3

Notes
* in a non-semestered school. See note 1.
C = Compulsory Credit
For numbered notes, see pages 37–40

GRADE 11 – DESTINATION-RELATED

Integrated OSS support strategies are shown in **bold**

SEMESTER 1 OR DAY 1*	C English, Workplace Preparation (ENG3E)	C Mathematics for Everyday Life, Workplace Preparation (MEL3E)	**SCHOOL–WORK TRANSITION PROGRAM** **4-credit package** (See note 9) ***Broad-Based Technology Focus***† (See note 10) **2 in-school credits:** **Construction Technology, Workplace Preparation (TCJ3E) *or*** **Hairstyling and Aesthetics, Workplace Preparation (TPE3E) *or*** **Hospitality and Tourism, Workplace Preparation (TFH3E)** ***and*** **2 credits through cooperative education** **Possible entry into Ontario Youth Apprenticeship Program (OYAP)** (See note 11) ***OR*** ***Business Studies Focus*** **2 in-school credits:** **Introduction to Retail and Services Marketing, Workplace Preparation (BMX3E) *and*** **Introduction to Accounting, Workplace Preparation (BAI3E)** ***and*** **2 credits through cooperative education**
SEMESTER 2 OR DAY 2*	C Science, Workplace Preparation (SNC3E) **(If needed to fulfil requirement for 2 science credits and Group 3 additional science [Gr. 11 or 12] or technological education [Gr. 9–12] credit)**	C World Religions, University/College Preparation (HRT3M) *or* Open (HRF3O) (Meets Group 1 compulsory credit requirement in social sciences and humanities, if Group 1 requirement has not been met [e.g., through Literacy Skills: Reading and Writing, Grade 11])	

Teacher-Adviser Program and the Annual Education Plan (Grade 11)
- Refining academic and career portfolios, personal management skills, and learning strategies
- Course selection in preparation for Grade 12
- Sample activities are available from the Ministry of Education and online from the Ontario School Counsellors' Association website: http://www.osca.ca

Experiential Learning Activities
- job shadowing, job twinning, work experience, and cooperative education

Grade 11 credit total:	**8**
Compulsory:	
BBT	5†
Business Studies	4
Optional:	
BBT	3
Business Studies	4

Notes
* in a non-semestered school. See note 1.
† Note that in the program with a BBT focus, the Arts compulsory credit requirement has not been met. A third substitution could be made for the Arts requirement, using any BBT course.
C = Compulsory Credit
For numbered notes, see pages 37–40.

SWT Program (OSSD): BBT or Business Studies Focus (Catholic Schools) – Grade 12

GRADE 12 – DESTINATION-RELATED

Integrated OSS support strategies are shown in **bold**

SEMESTER 1 OR DAY 1*	C English, Workplace Preparation (ENG4E)	C Mathematics for Everyday Life, Workplace Preparation (MEL4E)	C Organizational Studies: Managing a Small Business, Workplace Preparation (BOG4E) (Meets Group 2 compulsory credit requirement in programs with BBT focus)	Religious Education (HRE4M *or* HRE4O)
SEMESTER 2 OR DAY 2*	**SCHOOL–WORK TRANSITION PROGRAM** **Broad-Based Technology or Business Studies Focus** **4-credit package: 1 in-school credit *and* 3 credits through cooperative education in the workplace** ***Broad-Based Technology Focus*** **Construction Technology, Workplace Preparation (TCJ3E) *or*** **Hairstyling and Aesthetics, Workplace Preparation (TPE3E) *or*** **Hospitality and Tourism, Workplace Preparation (TFH3E)** ***OR*** ***Business Studies Focus*** **Accounting for a Small Business, Workplace Preparation (BAN4E)**			

Teacher-Adviser Program and the Annual Education Plan (Grade 12)
- Stress management, financial planning, preparing for the transition from secondary school
- Sample activities are available from the Ministry of Education and online from the Ontario School Counsellors' Association website: http://www.osca.ca

Experiential Learning Activities
- cooperative education

Grade 12 credit total:	**8**
Compulsory:	
BBT	3
Business Studies	2
Optional:	
BBT	5
Business Studies	6
Cumulative credit total	
Compulsory:	18
Optional:	14

Notes
* in a non-semestered school. See note 1.
C = Compulsory Credit
For numbered notes, see pages 37–40.

Sample Timetable

School–Work Transition Program (OSSD): OYAP Facilities Maintenance Mechanic

GRADE 9 – FOUNDATION Integrated OSS support strategies are shown in **bold**

SEMESTER 1 OR DAY 1*	C English, Academic (ENG1D) *or* Applied (ENG1P) (See note 2) *or* C **English, Locally developed compulsory credit course** (See note 3)	**Learning Strategies 1: Skills for Success in Secondary School, Open (GLS1O)** (See note 4)	C Science, Academic (SNC1D) *or* Applied (SNC1P) *or* C **Science, Locally developed compulsory credit course**	C Integrated Technologies, Open (TTI1O) **Include job shadowing and work experiences in skilled trades**
SEMESTER 2 OR DAY 2*	C Principles of Mathematics, Academic (MPM1D) *or* Foundations of Mathematics, Applied (MFM1P) *or* C **Mathematics, Locally developed compulsory credit course**	C Healthy Active Living Education, Open (PPL1O) **With modifications to expectations for students with IEP** (See note 5)	Integrated Technologies,† Construction Technology (0.5 Credit), Open (TCJ1O) *and* Transportation Technology (0.5 Credit), Open (TTJ1O) **Include job shadowing and work experiences in skilled trades**	C Core French, Academic (FSF1D) *or* Applied (FSF1P) *or* ***Substitution 1:* Introduction to Information Technology in Business, Open (BTT1O)** (See note 6)

Teacher-Adviser Program and the Annual Education Plan (Grade 9)
- Self-assessment, setting goals, planning for action, and setting priorities
- Course selection in preparation for Grade 10
- Sample activities are available from the Ministry of Education and online from the Ontario School Counsellors' Association website: http://www.osca.ca

Experiential Learning Activities
- job shadowing, job twinning, and work experience

Grade 9 credit total:††	**8**
Compulsory:	6
Optional:	2

Notes

* in a non-semestered school. See note 1.

† Schools may offer more than one Integrated Technologies course in Grade 9. The additional courses will adhere to the expectations outlined for the main course, but will focus on different areas of technology. Students who take the main course may also take the additional course (or courses) in the same year, earning credit for each course successfully completed.

†† Totals are calculated on the assumption that all the support strategies indicated in the timetables have been used.

C = Compulsory Credit

For numbered notes, see pages 37–40.

SWT Program (OSSD): OYAP Facilities Maintenance Mechanic – Grade 10

GRADE 10 – FOUNDATION

Integrated OSS support strategies are shown in **bold**

SEMESTER 1 OR DAY 1*	C English, Academic (ENG2D) *or* Applied (ENG2P) *or* ***Substitution 2:*** **Dramatic Arts, Open (ADA2O)**	C Principles of Mathematics, Academic (MPM2D) *or* Foundations of Mathematics, Applied (MFM2P) *or* **Mathematics, Locally developed optional credit course** (See note 3)	C **Literacy Skills: Reading and Writing, Grade 11, Open (ELS3O)** (See note 7)	***Broad-Based Technology Focus*** **2-credit package in any combination of Grade 10 courses:** **Construction Technology, Open (TCJ2O)** *or* **Manufacturing Technology, Open (TMJ2O)** *or* **Transportation Technology, Open (TTJ2O)** (See note 10) **Include job shadowing and work experience opportunities to help prepare students for SWT programs** (See note 8)
SEMESTER 2 OR DAY 2*	C Science, Academic (SNC2D) *or* Applied (SNC2P) *or* **Learning Strategies 1, Open (GLE1O)** **For students with IEP**	C **Media Arts, Open (ASM2O)** **With modifications to expectations for students with IEP** (See note 5)	C Civics (0.5 credit), Open (CHV2O) *and* Career Studies (0.5 credit), Open (GLC2O) **Include job shadowing and work experiences** **With modifications to expectations for students with IEP**	

Teacher-Adviser Program and the Annual Education Plan (Grade 10)
- Getting started with academic and career portfolios
- Addressing student needs, reviewing occupational information, and starting to think about financial planning
- Course selection in preparation for Grade 11
- Sample activities are available from the Ministry of Education and online from the Ontario School Counsellors' Association website: http://www.osca.ca

Experiential Learning Activities
- job shadowing, job twinning, and work experience

Grade 10 credit total:	**8**
Compulsory:	4
Optional:	4

Notes
* in a non-semestered school. See note 1.
C = Compulsory Credit
For numbered notes, see pages 37–40.

GRADE 11 – DESTINATION-RELATED

Integrated OSS support strategies are shown in **bold**

SEMESTER 1 OR DAY 1*	C English, Workplace Preparation (ENG3E)	C Mathematics for Everyday Life, Workplace Preparation (MEL3E) *or* C Foundations of Mathematics, Grade 10, Applied (MFM2P)	**SCHOOL–WORK TRANSITION PROGRAM** (See note 10)
SEMESTER 2 OR DAY 2*	C Science, Workplace Preparation (SNC3E)	C Geography of Canada, Grade 9, Applied (CGC1P)	

Ontario Youth Apprenticeship Program (OYAP)
(See note 11)

Trade: Facilities Maintenance Mechanic

- **Inspects and maintains building fire safety equipment, building envelope, and electrical, heating, ventilation, air-conditioning, plumbing, and water treatment systems**
- **Performs ground maintenance**

2 in-school credits in
Construction Technology, Workplace Preparation (TCJ3E)

and

2 credits through cooperative education

Teacher-Adviser Program and the Annual Education Plan (Grade 11)

- Refining academic and career portfolios, personal management skills, and learning strategies
- Course selection in preparation for Grade 12
- Sample activities are available from the Ministry of Education and online from the Ontario School Counsellors' Association website: http://www.osca.ca

Experiential Learning Activities

- work experience and cooperative education

Grade 11 credit total:	**8**
Compulsory:	4
Optional:	4

Notes

* in a non-semestered school. See note 1.
C = Compulsory Credit
For numbered notes, see pages 37–40.

SWT Program (OSSD): OYAP Facilities Maintenance Mechanic – Grade 12

GRADE 12 – DESTINATION-RELATED

Integrated OSS support strategies are shown in **bold**

SEMESTER 1 OR DAY 1*	C English, Workplace Preparation (ENG4E)	C Mathematics for Everyday Life, Workplace Preparation (MEL4E) *or* C Mathematics for Everyday Life, Grade 11, Workplace Preparation (MEL3E) (If credit not earned previously)	C Information Technology in Business, Workplace Preparation (BTX4E)	C Canadian History in the Twentieth Century, Academic (CHC2D) *or* Applied (CHC2P) **With modifications to expectations for students with IEP** *or* ***Substitution 3:* Technological Design, Grade 11, Workplace Preparation (TDJ3E)** ***or*** **Healthy Active Living Education, Grade 11, Open (PPL3O)**
SEMESTER 2 OR DAY 2*	**SCHOOL–WORK TRANSITION PROGRAM** **Ontario Youth Apprenticeship Program (OYAP)** ***Trade: Facilities Maintenance Mechanic*** **4-credit package:** **1 in-school credit: Construction Technology, Workplace Preparation (TCJ3E)** **3 credits through cooperative education in the workplace**			

Teacher Adviser Program and the Annual Education Plan (Grade 12)
- Stress management, financial planning, preparing for the transition from secondary school
- Sample activities are available from the Ministry of Education and online from the Ontario School Counsellors' Association website: http://www.osca.ca

Experiential Learning Activities
- cooperative education

Grade 12 credit total:	**8**
Compulsory:	4
Optional:	4
Cumulative credit total	
Compulsory:	18
Optional:	14

Notes
* in a non-semestered school. See note 1.
C = Compulsory Credit
For numbered notes, see pages 37–40.

Sample Timetable

School–Work Transition Program (OSSD, 4+ year program): Broad-Based Technology Focus

GRADE 9 – "HIGH SCHOOL PREP PROGRAM"† Integrated OSS support strategies are shown in **bold**

HIGH SCHOOL PREP PROGRAM*

Literacy focus:		Mathematics focus:	Science focus:
C **English, Locally developed compulsory credit course** (See note 3) **integrated with** **Learning Strategies 1: Skills for Success in Secondary School, Open (GLS1O)** (See note 4)	C Physical Education, Open (PPL1O) **With modifications to expectations for students with IEP** (See note 5)	C **Mathematics, Locally developed compulsory credit course** (See note 3 for details on 1-credit courses offered over 220 hours)	C **Science, Locally developed compulsory credit course** (See note 3 for details on 1-credit courses offered over 220 hours)
	C Geography of Canada, Academic (CGC1D) or Applied (CGC1P) *or* ***Substitution 1:*** **Integrated Technologies, Open (TTI1O)** (See note 6)		

Teacher-Adviser Program and the Annual Education Plan (Grade 9)
- Self-assessment, setting goals, planning for action, and setting priorities
- Course selection in preparation for Grade 10
- Sample activities are available from the Ministry of Education and online from the Ontario School Counsellors' Association website: http://www.osca.ca

Experiential Learning Activities
- job shadowing, job twinning, and work experience

Grade 9 credit total: ††	**6**
Compulsory:	5
Optional:	1

Notes
* To be offered as a non-semestered program. See notes 1 and 2.
† As foundation for a 4+ year program to earn the OSSD
†† Totals are calculated on the assumption that all the support strategies indicated in the timetables have been used.
C = Compulsory Credit
For numbered notes, see pages 37–40.

SWT Program (OSSD, 4+ year program): Broad-Based Technology Focus – Grade 10

GRADE 10 – FOUNDATION

Integrated OSS support strategies are shown in **bold**

SEMESTER 1 OR DAY 1*	C **Literacy Skills: Reading and Writing, Grade 11, Open (ELS3O)** **(Meets Group 1 compulsory credit requirement)** (See note 7)	**Mathematics, Locally developed optional credit course (as stepping stone to Grade 11 Workplace Preparation Math)** (See note 3)	C English, Academic (ENG2D) *or* Applied (ENG2P) *or* ***Substitution 2:*** **Dramatic Arts, Open (ADA2O)**	***Broad-Based Technology Focus*** (See note 10) C **2 credits in Construction Technology, Open (TCJ2O)** ***or*** C **2 credits in Health and Personal Services Technology, Open (TPJ2O)** ***or*** C **2 credits in Hospitality and Tourism Technology, Open (TFJ2O)** **(Meets Group 3 compulsory credit requirement in technological education)**
SEMESTER 2 OR DAY 2*	**Learning Strategies 1, Open (GLE1O)** **For students with IEP**	C Core French, Academic (FSF2D) *or* Applied (FSF2P) *or* ***Substitution 3:*** **Introduction to Information Technology in Business, Grade 9 or 10, Open (BTT1O or BTT2O)**	C Civics (0.5 credit), Open (CHV2O) *and* Career Studies (0.5 credit), Open (GLC2O)	

Grade 10 credit total: 8
Compulsory: 5
Optional: 3

Teacher-Adviser Program and the Annual Education Plan (Grade 10)
- Getting started with academic and career portfolios
- Addressing student needs, reviewing occupational information, and starting to think about financial planning
- Course selection in preparation for Grade 11
- Sample activities are available from the Ministry of Education and online from the Ontario School Counsellors' Association website: http://www.osca.ca

Experiential Learning Activities
- job shadowing, job twinning, and work experience

Notes
* in a non-semestered school. See note 1.
C = Compulsory Credit
For numbered notes, see pages 37–40.

GRADE 11 – DESTINATION-RELATED

Integrated OSS support strategies are shown in **bold**

SEMESTER 1 OR DAY 1*	C English, Workplace Preparation (ENG3E)	C Mathematics for Everyday Life, Workplace Preparation (MEL3E)	**SCHOOL–WORK TRANSITION PROGRAM** (See note 8) ***Broad-Based Technology Focus*** **4-credit package:** **2 credits in Construction Technology, Workplace Preparation (TCJ3E)** ***or*** **2 credits in Health Care, College Preparation (TPA3C)** ***or*** **2 credits in Hospitality and Tourism, Workplace Preparation (TFH3E)** ***and*** **2 credits through cooperative education** **OYAP** (See note 11)
SEMESTER 2 OR DAY 2*	C Science, Workplace Preparation (SNC3E)	C Media Arts, Grade 10, Open (ASM2O)	

Teacher Adviser Program and the Annual Education Plan (Grade 11)
- Refining academic and career portfolios, personal management skills, and learning strategies
- Course selection in preparation for Grade 12
- Sample activities are available from the Ministry of Education and online from the Ontario School Counsellors' Association website: http://www.osca.ca

Experiential Learning Activities
- job shadowing, job twinning, work experience, and cooperative education

Recommended OYAP Placement
- Students may benefit from summer work experience, which could be cooperative education or paid employment or a combination

Grade 11 credit total:	**8**
Compulsory:	4
Optional:	4

Notes:
* in a non-semestered school. See note 1.
C = Compulsory Credit
For numbered notes, see pages 37–40.

SWT Program (OSSD, 4+ year program): Broad-Based Technology Focus – Grade 12

GRADE 12 – DESTINATION-RELATED

Integrated OSS support strategies are shown in **bold**

SEMESTER 1 OR DAY 1*	C English, Workplace Preparation (ENG4E)	C Mathematics for Everyday Life, Workplace Preparation (MEL4E)	C Introduction to Retail and Marketing Services, Workplace Preparation (BMX3E)	C Canadian History in the Twentieth Century, Academic (CHC2D) *or* Applied (CHC2P) **With modification to expectations for students with IEP**
SEMESTER 2 OR DAY 2*	**SCHOOL–WORK TRANSITION PROGRAM** ***Broad-Based Technology Focus*** **4-credit package:** **1 in-school credit in Construction Technology, Workplace Preparation (TCJ4E) *or* Child Development and Gerontology, College Preparation (TPO4C) *or* Hospitality and Tourism, Workplace Preparation (TFH4E)** ***and*** **3 credits through cooperative education in the workplace linked to 2 or more in-school credits**			

Teacher-Adviser Program and the Annual Education Plan (Grade 12)
- Stress management, financial planning, preparing for the transition from secondary school
- Sample activities are available from the Ministry of Education and online from the Ontario School Counsellors' Association website: http://www.osca.ca

Experiential Learning Activities
- job shadowing, job twinning, work experience, and cooperative education

Grade 12 credit total:	**8**
Compulsory:	4
Optional:	4
Cumulative credit total	
Compulsory:	18
Optional:	12

Upon graduation, OYAP students registered as apprentices will continue apprenticeship training to complete certification requirements.

Notes
* in a non-semestered school. See note 1.
C = Compulsory Credit
For numbered notes, see pages 37–40.

Sample Timetable

School–Work Transition Program (OSSD, 4+ year program): Business Studies Focus

GRADE 9 – "HIGH SCHOOL PREP PROGRAM"† Integrated OSS support strategies are shown in **bold**

HIGH SCHOOL PREP PROGRAM*

Literacy focus:		Mathematics focus:	Science focus:
C **English, Locally developed compulsory credit course** (See note 3) **integrated with** **Learning Strategies 1: Skills for Success in Secondary School, Open (GLS1O)** (See note 4)	C Healthy Active Living Education, Open (PPL1O) **With modifications to expectations for students with IEP (See note 5)**	C **Mathematics, Locally developed compulsory credit course** (See note 3 for details on 1-credit courses offered over 220 hours)	C **Science, Locally developed compulsory credit course** (See note 3 for details on 1-credit courses offered over 220 hours)
	C Geography of Canada, Academic (CGC1D) *or* Applied (CGC1P) *or* ***Substitution 1:*** **Dramatic Arts, Open (ADA1O)** (See note 6)		

Teacher-Adviser Program and the Annual Education Plan (Grade 9)
- Self-assessment, setting goals, planning for action, and setting priorities
- Course selection in preparation for Grade 10
- Sample activities are available from the Ministry of Education and online from the Ontario School Counsellors' Association website: http://www.osca.ca

Experiential Learning Activities
- job shadowing, job twinning, and work experience

Grade 9 credit total:††	**6**
Compulsory:	5
Optional:	1

Notes
* To be offered as a non-semestered program. See notes 1 and 2.
† As foundation for a 4+ year program to earn the OSSD
†† Totals are calculated on the assumption that all the support strategies indicated in the timetables have been used.
C = Compulsory Credit
For numbered notes, see pages 37–40.

SWT Program (OSSD, 4+ year program): Business Studies Focus – Grade 10

GRADE 10 – FOUNDATION

Integrated OSS support strategies are shown in **bold**

SEMESTER 1 OR DAY 1*	**C Literacy Skills: Reading and Writing, Grade 11, Open (ELS3O)** **(Meets Group 1 compulsory credit requirement)** (See note 7)	**Mathematics, Locally developed optional credit course (as stepping stone to Grade 11 Workplace Preparation Math)** (See note 3)	C English, Academic (ENG2D) *or* Applied (ENG2P) *or* ***Substitution 2:*** **Dramatic Arts, Open (ADA2O)**	***Business Studies Focus*** **2-credit package:** **C Introduction to Business, Open (BBI1O *or* BBI2O)** **C Media Arts, Open (ASM2O)** **Include job shadowing and work experience opportunities to help prepare students for SWT programs.**
SEMESTER 2 OR DAY 2*	**Learning Strategies 1, Open (GLE1O)** **For students with IEP** **(Ongoing support for language and math skill development)**	C Core French, Academic (FSF2D) *or* Applied (FSF2P) *or* ***Substitution 3:*** **Introduction to Information Technology in Business, Grade 9 or 10, Open (BTT1O or BTT2O)**	C Civics (0.5 credit), Open (CHV2O) *and* Career Studies (0.5 credit), Open (GLC2O)	

Grade 10 credit total: 8
Compulsory: 6
Optional: 2

Teacher-Adviser Program and the Annual Education Plan (Grade 10)
- Getting started with academic and career portfolios
- Addressing student needs, reviewing occupational information, and starting to think about financial planning
- Course selection in preparation for Grade 11
- Sample activities are available from the Ministry of Education and online from the Ontario School Counsellors' Association website: http://www.osca.ca

Experiential Learning Activities
- job shadowing, job twinning, and work experience

Notes
* in a non-semestered school. See note 1.
C = Compulsory Credit
For numbered notes, see pages 37–40.

GRADE 11 – DESTINATION-RELATED

Integrated OSS support strategies are shown in **bold**

SEMESTER 1 OR DAY 1*	C English, Workplace Preparation (ENG3E)	C Mathematics for Everyday Life, Workplace Preparation (MEL3E)	**SCHOOL–WORK TRANSITION PROGRAM** (See note 8) ***Business Studies Focus*** **4-credit package:** **2 in-school Business Studies credits (e.g., two of the following):** **Introduction to Retail and Services Marketing, Open (BMX3E)** ***or*** **Information Technology Applications in Business, Open (BTA3O)** ***or*** **The Enterprising Person, Open (BDP3O)** ***and*** **2 credits through cooperative education**
SEMESTER 2 OR DAY 2*	C Science, Workplace Preparation (SNC3E)	C Technological Design, Grade 10, Open (TDJ2O) (Meets Group 3 compulsory credit requirement)	

Grade 11 credit total:	**8**
Compulsory:	4
Optional:	4

Teacher-Adviser Program and the Annual Education Plan (Grade 11)
- Refining academic and career portfolios, personal management skills, and learning strategies
- Course selection in preparation for Grade 12
- Sample activities are available from the Ministry of Education and online from the Ontario School Counsellors' Association website: http://www.osca.ca

Experiential Learning Activities
- job shadowing, job twinning, work experience, and cooperative education

Notes
* in a non-semestered school. See note 1.
C = Compulsory Credit
For numbered notes, see pages 37–40.

SWT Program (OSSD, 4+ year program): Business Studies Focus – Grade 12

GRADE 12 – DESTINATION-RELATED

Integrated OSS support strategies are shown in **bold**

SEMESTER 1 OR DAY 1*	C English, Workplace Preparation (ENG4E)	C Mathematics for Everyday Life, Workplace Preparation (MEL4E)	Any course that meets an optional credit requirement	C Canadian History in the Twentieth Century, Academic (CHC2D) *or* Applied (CHC2P) **With modification to expectations for students with IEP**
SEMESTER 2 OR DAY 2*	**SCHOOL–WORK TRANSITION PROGRAM** ***Business Studies Focus*** **4-credit package:** **1 in-school Business Studies credit in** **Organizational Studies: Managing a Small Business, Workplace Preparation (BOG4E)** ***and*** **3 credits through cooperative education in the workplace**			

Teacher-Adviser Program and the Annual Education Plan (Grade 12)
- Stress management, financial planning, preparing for the transition from secondary school
- Sample activities are available from the Ministry of Education and online from the Ontario School Counsellors' Association website: http://www.osca.ca

Experiential Learning Activities
- job shadowing, job twinning, work experience, and cooperative education

Grade 12 credit total:	**8**
Compulsory:	3
Optional:	5
Cumulative credit total	
Compulsory:	18
Optional:	12

Notes
* in a non-semestered school. See note 1.
C = Compulsory Credit
For numbered notes, see pages 37–40.

Sample Timetable

School–Work Transition (OYAP) or College Preparation Program (OSSD): Early Childhood Education Focus

GRADE 9 – FOUNDATION Integrated OSS support strategies are shown in **bold**

SEMESTER 1 OR DAY 1*	C English, Academic (ENG1D) *or* Applied (ENG1P) (See note 2) *or* C **English, Locally developed compulsory credit course** (See note 3)	**Learning Strategies 1: Skills for Success in Secondary School, Open (GLS1O)** (See note 4)	C Geography of Canada, Academic (CGC1D) *or* Applied (CGC1P) **With modifications to expectations for students with IEP** (See note 5)	C Dramatic Arts, Open (ADA1O)
SEMESTER 2 OR DAY 2*	C Principles of Mathematics, Academic (MPM1D) *or* Foundations of Mathematics, Applied (MFM1P) *or* C **Mathematics, Locally developed compulsory credit course**	C Healthy Active Living Education, Open (PPL1O)	C Science, Academic (SNC1D) or Applied (SNC1P) *or* C **Science, Locally developed compulsory credit course**	C Core French, Academic (FSF1D) *or* Applied (FSF1P) *or* ***Substitution 1:*** **Food and Nutrition, Open (HFN1O)** (See note 6)

Teacher-Adviser Program and the Annual Education Plan (Grade 9)
- Self-assessment, setting goals, planning for action, and setting priorities
- Course selection in preparation for Grade 10
- Sample activities are available from the Ministry of Education and online from the Ontario School Counsellors' Association website: http://www.osca.ca

Experiential Learning Activities
- job shadowing, job twinning, and work experience

Grade 9 credit total: †	**8**
Compulsory:	7
Optional:	1

Notes
* in a non-semestered school. See note 1.
† Totals are calculated on the assumption that all the support strategies indicated in the timetables have been used.
C = Compulsory Credit
For numbered notes, see pages 37–40.

SWT (0YAP) or College Preparation Program: ECE Focus – Grade 10

GRADE 10 – FOUNDATION

Integrated OSS support strategies are shown in **bold**

SEMESTER 1 OR DAY 1*	C Canadian History in the Twentieth Century, Academic (CHC2D) *or* Applied (CHC2P) *or* ***Substitution 2:*** **Dramatic Arts, Open (ADA2O)**	C Principles of Mathematics, Academic (MPM2D) *or* Foundations of Mathematics, Applied (MFM2P) *or* **Mathematics, Locally developed optional credit course** (See note 3)	C **Literacy Skills: Reading and Writing, Grade 11, Open (ELS3O)** **(Meets Group 1 compulsory credit requirement)** (See note 7)	***Early Childhood Education Focus*** **2-credit package:** **Individual and Family Living, Open (HIF2O)** C **Health and Personal Services Technology, Open (TPJ2O)** (See note 10) **Include job shadowing and work experience opportunities to help prepare students for SWT and College Preparation Programs.**
SEMESTER 2 OR DAY 2*	C Science, Academic (SNC2D) *or* Applied (SNC2P) *or* **Learning Strategies 1, Open (GLE1O)** **For students with IEP**	C English, Academic (ENG2D) *or* Applied (ENG2P) **With modifications to expectations for students with IEP**	C Civics (0.5 credit), Open (CHV2O) *and* Career Studies (0.5 credit), Open (GLC2O) **With modifications to expectations for students with IEP** **Include job shadowing and work experiences (e.g., in day-care centre, children's hospital)**	

Teacher-Adviser Program and the Annual Education Plan (Grade 10)
- Getting started with academic and career portfolios
- Addressing student needs, reviewing occupational information, and starting to think about financial planning
- Course selection in preparation for Grade 11
- Sample activities are available from the Ministry of Education and online from the Ontario School Counsellors' Association website: http://www.osca.ca

Experiential Learning Activities
- job shadowing, job twinning, and work experience

Grade 10 credit total:	**8**
Compulsory:	5
Optional:	3

Notes
* in a non-semestered school. See note 1.
C = Compulsory Credit
For numbered notes, see pages 37–40.

GRADE 11 – DESTINATION-RELATED

Integrated OSS support strategies are shown in **bold**

SEMESTER 1 OR DAY 1*	C English, College Preparation (ENG3C)	C Mathematics of Personal Finance, College Preparation (MBF3C) *or* C Mathematics for Everyday Life, Workplace Preparation (MEL3E)	**SCHOOL–WORK TRANSITION (OYAP) OR COLLEGE PREPARATION PROGRAM** **4-credit package** (See note 8) ***Early Childhood Education Focus*** **2 in-school credits selected from the following:** **Living and Working With Children, College Preparation (HPW3C)** **Parenting, Open (HPC3O) *or*** **Managing Personal and Family Resources, College Preparation (HIR3C) *or*** **Health Care, College Preparation (TPA3C)** ***and*** **2 credits through cooperative education linked to related courses in Grades 11 and 12** **Ontario Youth Apprenticeship Program (OYAP)** (See note 11)
SEMESTER 2 OR DAY 2*	C Science, Workplace Preparation (SNC3E) *or* Science, University/College Preparation (SNC3M) (If Science, Grade10, Academic or Applied, taken)	C Information Technology Applications in Business, Open (BTA3O)	

Teacher-Adviser Program and the Annual Education Plan (Grade 11)
- Refining academic and career portfolios, personal management skills, and learning strategies
- Course selection in preparation for Grade 12
- Sample activities are available from the Ministry of Education and online from the Ontario School Counsellors' Association website: http://www.osca.ca

Experiential Learning Activities
- cooperative education

Grade 11 credit total:	**8**
Compulsory:	4
Optional:	4

Notes
* in a non-semestered school. See note 1.
C = Compulsory Credit
For numbered notes, see pages 37–40.

SWT (OYAP) or College Preparation Program: ECE Focus – Grade 12

GRADE 12 – DESTINATION-RELATED Integrated OSS support strategies are shown in **bold**

SEMESTER 1 OR DAY 1*	C English, College Preparation (ENG4C)	C College and Apprenticeship Mathematics, College Preparation (MAP4C) *or* C Mathematics for Everyday Life, Workplace Preparation (MEL4E)	Child Development and Gerontology, College Preparation (TPO4C)	The Writer's Craft, College Preparation (EWC4C) *or* Communication in the World of Business and Technology, Open (EBT4O)
SEMESTER 2 OR DAY 2*	**SCHOOL–WORK TRANSITION (OYAP) or COLLEGE PREPARATION PROGRAM** ***Early Childhood Education Focus*** **4-credit package: 1 in-school credit and 3 cooperative education credits in the workplace** **1 in-school credit selected from the following:** **Individuals and Families in a Diverse Society, University/College Preparation (HHS4M) *or*** **Issues in Human Growth and Development, University/College Preparation (HHG4M) *or*** **Parenting and Human Development, Workplace Preparation (HPD4E)** ***and*** **3 cooperative education credits in the workplace (maximum of 2 credits linked to any one Grade 11 or 12 in-school course)**			

Teacher-Adviser Program and the Annual Education Plan (Grade 12)
- Stress management, financial planning, preparing for the transition from secondary school
- Sample activities are available from the Ministry of Education and online from the Ontario School Counsellors' Association website: http://www.osca.ca

Experiential Learning Activities
- cooperative education

Grade 12 credit total:	**8**
Compulsory:	2
Optional:	6
Cumulative credit total	
Compulsory:	18
Optional:	14

Notes
* in a non-semestered school. See note 1.
C = Compulsory Credit
For numbered notes, see pages 37–40.

Sample Timetable

School–Work Transition or College Preparation Program (OSSD): Fitness/Recreation Focus

GRADE 9 – FOUNDATION Integrated OSS support strategies are shown in **bold**

SEMESTER 1 OR DAY 1*	C English, Academic (ENG1D) *or* Applied (ENG1P) (See note 2) *or* C **English, Locally developed compulsory credit course** (See note 3)	**Learning Strategies 1: Skills for Success in Secondary School, Open (GLS1O)** (See note 4)	C Geography of Canada, Academic (CGC1D) *or* Applied (CGC1P) **With modifications to expectations for students with IEP** (See note 5)	C Dramatic Arts, Open (ADA1O) *or* Dance, Open (ATC1O)
SEMESTER 2 OR DAY 2*	C Principles of Mathematics, Academic (MPM1D) *or* Foundations of Mathematics, Applied (MFM1P) *or* C **Mathematics, Locally developed compulsory credit course**	C Healthy Active Living, Open (PPL1O) **Include job shadowing and work experiences (e.g., as fitness instructor, in sports management facility)**	C Science, Academic (SNC1D) *or* Applied (SNC1P) *or* C **Science, Locally developed compulsory credit course**	C Core French, Academic (FSF1D) *or* Applied (FSF1P) *or* ***Substitution 1:*** **Introduction to Information Technology in Business, Open (BTT1O)** (See note 6)

Teacher-Adviser Program and the Annual Education Plan (Grade 9)
- Self-assessment, setting goals, planning for action, and setting priorities
- Course selection in preparation for Grade 10
- Sample activities are available from the Ministry of Education and online from the Ontario School Counsellors' Association website: http://www.osca.ca

Experiential Learning Activities
- job shadowing, job twinning, and work experience

Grade 9 credit total: †	**8**
Compulsory:	7
Optional:	1

Notes
* in a non-semestered school. See note 1.
† Totals are calculated on the assumption that all the support strategies indicated in the timetables have been used.
C = Compulsory Credit
For numbered notes, see pages 37–40.

GRADE 10 – FOUNDATION

Integrated OSS support strategies are shown in **bold**

SEMESTER 1 OR DAY 1*	C English, Applied (ENG2D) *or* Academic (ENG2P) *or* ***Substitution 2:*** **Dramatic Arts, Open (ADA2O) *or* Dance, Open (ATC2O)**	C Principles of Mathematics, Academic (MPM2D) *or* Foundations of Mathematics, Applied (MFM2P) *or* **Mathematics, Locally developed optional credit course** (See note 3)	C **Literacy Skills: Reading and Writing, Grade 11, Open (ELS3O)** (See note 7)	***Fitness/Recreation Focus* 2-credit package:** C **Healthy Active Living Education, Open (PPL2O)** ***and*** **Food and Nutrition, Open (HFN2O)** **Build in work experience opportunities (possible 1–4 weeks for each credit) to prepare students for Grade 11 and 12 SWT or College Preparation program.** (See notes 8 and 9)
SEMESTER 2 OR DAY 2*	C Science, Academic (SNC2D) *or* Applied (SNC2P) *or* **Learning Strategies 1, Open (GLE1O)** **For students with IEP**	C Canadian History in the Twentieth Century, Academic (CHC2D) *or* Applied (CHC2P) **With modifications to expectations for students with IEP**	C Civics (0.5 credit), Open (CHV2O) *and* Career Studies (0.5 credit), Open (GLC2O) **With modifications to expectations for students with IEP** **With job shadowing experience**	

Teacher-Adviser Program and the Annual Education Plan (Grade 10)
- Getting started with academic and career portfolios
- Addressing student needs, reviewing occupational information, and starting to think about financial planning
- Course selection in preparation for Grade 11
- Sample activities are available from the Ministry of Education and online from the Ontario School Counsellors' Association website: http://www.osca.ca

Experiential Learning Activities
- job shadowing, job twinning, and work experience

Grade 10 credit total:	**8**
Compulsory:	5
Optional:	3

Notes
* in a non-semestered school. See note 1.
C = Compulsory Credit
For numbered notes, see pages 37–40.

GRADE 11 – DESTINATION-RELATED

Integrated OSS support strategies are shown in **bold**

SEMESTER 1 OR DAY 1*	C English, Workplace Preparation (ENG3E)	C Mathematics, Workplace Preparation (MEL3E)	**SCHOOL–WORK TRANSITION OR COLLEGE PREPARATION PROGRAM** ***Fitness/Recreation Focus*** **4-credit package:** **Sports and Society, Open (IDC3O)** **Healthy Active Living Education, Open (PPL3O)** **2 credits through cooperative education** (See notes 8 and 9)
SEMESTER 2 OR DAY 2*	C Science, Workplace Preparation (SNC3E) *or* C Biology, College Preparation (SBI3C)	Introduction to Retail and Services Marketing, Workplace Preparation (BMX3E)	

Teacher-Adviser Program and the Annual Education Plan (Grade 11)
- Refining academic and career portfolios, personal management skills, and learning strategies
- Course selection in preparation for Grade 12
- Sample activities are available from the Ministry of Education and online from the Ontario School Counsellors' Association website: http://www.osca.ca

Experiential Learning Activities
- job shadowing, job twinning, work experience, and cooperative education

Grade 11 credit total:	**8**
Compulsory:	3
Optional:	5

Notes
* in a non-semestered school. See note 1.
C = Compulsory Credit
For numbered notes, see pages 37–40.

GRADE 12 – DESTINATION-RELATED

Integrated OSS support strategies are shown in **bold**

SEMESTER 1 OR DAY 1*	C English, Workplace Preparation (ENG4E) *or* C English, College Preparation (ENG4C)	C Mathematics for Everyday Life, Workplace Preparation (MEL4E)	C Science, Workplace Preparation (SNC4E)	Optional Course (e.g., Food and Nutrition Sciences, University/College Preparation [HFA4M])
SEMESTER 2 OR DAY 2*	**SCHOOL–WORK TRANSITION OR COLLEGE PREPARATION PROGRAM** ***Fitness/Recreation Focus*** **4-credit package:** **2 in-school credits:** **Healthy Active Living Education, Open (PPL4O) *and*** **Recreation and Fitness Leadership, College Preparation (PLF4C)** **2 out-of-school credits through cooperative education** (See notes 8 and 9)			

Teacher-Adviser Program and the Annual Education Plan (Grade 12)
- Stress management, financial planning, preparing for the transition from secondary school
- Sample activities are available from the Ministry of Education and online from the Ontario School Counsellors' Association website: http://www.osca.ca

Experiential Learning Activities
- job shadowing, job twinning, work experience, and cooperative education

Grade 12 credit total:	**8**
Compulsory:	3
Optional:	5
Cumulative credit total	
Compulsory:	18
Optional:	14

Notes
* in a non-semestered school. See note 1.
C = Compulsory Credit
For numbered notes, see pages 37–40.

Sample Timetable

School–Work Transition Program (OSSC): OYAP Assistant Cook

GRADE 9 – FOUNDATION Integrated OSS support strategies are shown in **bold**

SEMESTER 1 OR DAY 1*	**Learning Strategies 1: Skills for Success in Secondary School, Open (GLS1O)** (See notes 2 and 4)	C English, Applied (ENG1P) **With modifications to expectations for students with IEP** (See note 5) *or* C **English, Locally developed compulsory credit course** (See note 3)	C Healthy Active Living Education, Open (PPL1O)	C Integrated Technologies, Open (TTI1O) **Include job shadowing and work experience opportunities in hospitality to help prepare students for SWT program.**
SEMESTER 2 OR DAY 2*	**Learning Strategies 1: Skills for Success in Secondary School, Open (GLE1O)** For students with IEP	C Foundations of Mathematics, Applied (MFM1P) *or* C **Mathematics, Locally developed compulsory credit course**	Hospitality and Tourism Technology, Open (TFJ1O) **Include job shadowing and work experience opportunities in hospitality to help prepare students for SWT program.**	C Science, Applied (SNC1P) *or* C **Science, Locally developed compulsory credit course**

Teacher-Adviser Program and the Annual Education Plan (Grade 9)
- Self-assessment, setting goals, planning for action, and setting priorities
- Course selection in preparation for Grade 10
- Sample activities are available from the Ministry of Education and online from the Ontario School Counsellors' Association website: http://osca.ouac.on.ca

Experiential Learning Activities
- job shadowing, job twinning, and work experience

Grade 9 credit total:†	**8**
Compulsory:	5
Optional:	3

Notes
* in a non-semestered school. See note 1.
† Totals are calculated on the assumption that all the support strategies indicated in the timetables have been used.
C = Compulsory Credit
For numbered notes, see pages 37–40.

SWT Program (OSSC): OYAP Assistant Cook – Grade 10

GRADE 10 – FOUNDATION

Integrated OSS support strategies are shown in **bold**

SEMESTER 1 OR DAY 1*	**Literacy Skills: Reading and Writing, Grade 11, Open (ELS3O)** (See note 7)	**Mathematics, Locally developed optional credit course** (See note 3) *or* Non-credit course in mathematics	**SCHOOL–WORK TRANSITION PROGRAM** ***Broad-Based Technology Focus*** (See note 8) **4-credit package:** **2 in-school credits:** **Hospitality and Tourism Technology, Open (TFJ2O)** ***and*** **2 credits through cooperative education** (See note 10) **Include job shadowing and work experience opportunities to help prepare students for SWT programs.**
SEMESTER 2 OR DAY 2*	C Geography of Canada, Academic (CGC1D) *or* Applied (CGC1P) *or* C Canadian History in the Twentieth Century, Academic (CHC2D) *or* Applied (CHC2P) *or* ***Substitution 1:*** **Healthy Active Living Education, Open (PPL2O)** (See note 6)	Any course to meet an optional credit requirement	

Teacher-Adviser Program and the Annual Education Plan (Grade 10)
- Getting started with academic and career portfolios
- Addressing student needs, reviewing occupational information, and starting to think about financial planning
- Course selection in preparation for Grade 11
- Sample activities are available from the Ministry of Education and online from the Ontario School Counsellors' Association website: http://www.osca.ca

Experiential Learning Activities
- job shadowing, job twinning, and work experience

Grade 10 credit total:	**8**
Compulsory:	1
Optional:	6
Non-credit	1

Notes
* in a non-semestered school. See note 1.
C = Compulsory Credit
For numbered notes, see pages 37–40.

GRADE 11 – DESTINATION-RELATED

Integrated OSS support strategies are shown in **bold**

SEMESTER 1 OR DAY 1*	C English, Workplace Preparation (ENG3E) *or* Non-credit course	C Foundations of Mathematics, Grade 10, Applied (MFM2P) **With modifications for students with IEP**	C The Enterprising Person, Open (BDP3O) *or* Non-credit course	C Media Arts, Open (ASM3O) *or* Non-credit course
SEMESTER 2 OR DAY 2*	**SCHOOL–WORK TRANSITION PROGRAM: Ontario Youth Apprenticeship Program (OYAP)** **2 in-school credits:** **Hospitality and Tourism Technology, Workplace Preparation (TFH3E)** **2 out-of-school credits through cooperative education** **OYAP** (See note 11) ***Trade: Assistant Cook*** • **Prepares complete breakfasts, short-order grills, sandwiches, simple salads, simple desserts, vegetables, and non-alcoholic beverages** • **Carves meats, poultry, fish, and game**			

Teacher-Adviser Program and the Annual Education Plan (Grade 11)
- Refining academic and career portfolios, personal management skills, and learning strategies
- Course selection in preparation for Grade 12
- Sample activities are available from the Ministry of Education and online from the Ontario School Counsellors' Association website: http://www.osca.ca

Experiential Learning Activities
- work experience and cooperative education

Grade 11 credit total:	**8**
Compulsory:	1
Optional:	4
Non-credit	3

Notes
* in a non-semestered school. See note 1.
C = Compulsory Credit
For numbered notes, see pages 37–40.

SWT Program (OSSC): OYAP Assistant Cook – Grade 12

GRADE 12 – DESTINATION-RELATED Integrated OSS support strategies are shown in **bold**

SEMESTER 1 OR DAY 1*	C English, Workplace Preparation (ENG4E)	C Mathematics for Everyday Life, Workplace Preparation (MEL4E)	**SCHOOL–WORK TRANSITION PROGRAM** **Ontario Youth Apprenticeship Program (OYAP)** ***Trade: Assistant Cook*** **2 in-school credits:** **Hospitality and Tourism Technology, Workplace Preparation (TFH4E)**
SEMESTER 2 OR DAY 2*	**SCHOOL–WORK TRANSITION PROGRAM:** **Ontario Youth Apprenticeship Program (OYAP)** ***Trade: Assistant Cook*** **4 credits through cooperative education**		

Teacher-Adviser Program and the Annual Education Plan (Grade 12)
- Stress management, financial planning, preparing for the transition from secondary school
- Sample activities are available from the Ministry of Education and online from the Ontario School Counsellors' Association website: http://www.osca.ca

Experiential Learning Activities
- cooperative education

Grade 12 credit total:	**8**
Compulsory:	2
Optional:	6
Cumulative credit total	
Compulsory:	9
Optional:	19
Non-credit	4

Notes
* in a non-semestered school. See note 1.
C = Compulsory Credit
For numbered notes, see pages 37–40.

NOTES

1. **Semestered and non-semestered Grade 9 programs.** Several of the sample timetables illustrate Grade 9 programs that can be structured either as semestered programs or as non-semestered programs. If a program is non-semestered, it can be structured in a "day 1/day 2" pattern. Students at risk may benefit from a non-semestered program, which provides consistent, daily, year-long support in English, mathematics, and science to assist them in establishing a firm foundation for success in their high school program.

2. **Types of courses.** As stated in section 4 of OSS, the provision of different types of courses in the secondary school program is designed to provide all students with the essential knowledge and skills they will need in any area of endeavour, as well as the opportunity to specialize in areas that are related to their particular postsecondary goals.

   The types of courses offered and their organization provide for a graduated streaming of courses in Grades 9 to 12 that will keep options open for all students in the earlier grades and prepare students in senior grades for their future destinations.

   All schools will offer both a sufficient number of courses and courses of appropriate types to enable students to meet the diploma requirements. Schools are not expected to offer all courses in all course types.

   Transfer courses offer students a means of transferring from one type of course to another if their interests and goals change during secondary school. Like the other types of courses, transfer courses are credit-based and are counted towards the 30 credits needed to meet diploma requirements.

   See the Organization of Courses chart in OSS, section 4.

3. **Locally developed compulsory and optional credit courses.** Locally developed courses must be approved by the ministry, in accordance with section 7.1.2 of OSS.

   With regard to locally developed compulsory credit courses, section 7.1.2 of OSS states the following: "A board may develop locally one course in English, one course in mathematics, and/or one course in science that can be counted as a compulsory credit in that discipline. Ministry approval of such locally developed courses will be valid for one year. A student may count no more than three such locally developed courses – one each in English, mathematics, and science – as compulsory credits. Locally developed courses may not replace any other compulsory credit courses."

   With regard to locally developed optional credit courses, section 7.1.2 of OSS states the following: "A board may develop courses locally that can be counted as optional credits in any discipline. Ministry approval of such locally developed courses will be valid for three years. School boards must, however, review these courses annually."

   Locally developed compulsory credit courses are an ideal way for students who are entering secondary school without the necessary preparation to upgrade their knowledge and skills so that they are better prepared to take Grade 9 and 10 academic and/or applied courses in English, mathematics, and science. Some students entering

secondary school, however, may also need additional instructional time and may benefit from a "high school preparatory program" that provides additional instructional time in Grade 9 and/or 10 courses in English, mathematics, and/or science. Boards may therefore offer Grade 9 and 10 220-hour locally developed compulsory and optional single-credit courses in English, mathematics, and science to help these students acquire the necessary knowledge and skills to enable them to complete secondary school. For instance, a student who is having difficulty with mathematics could take a 110-hour or 220-hour locally developed compulsory single-credit course in mathematics in Grade 9. He or she could then take a 110-hour or a 220-hour locally developed optional single-credit course in mathematics in Grade 10, which would be an appropriate "stepping stone" between the Grade 9 course and the Grade 11 workplace preparation course in mathematics. Upon successful completion of Grade 12 workplace preparation mathematics, the student would have met the three compulsory credit requirements for mathematics.

All such 220-hour courses will be counted as single-credit courses for the purpose of reporting student achievement. The principal will determine the appropriate procedure for the reporting of student achievement. For non-semestered schools, these English, mathematics, and science courses will be reported as non-semestered courses. For semestered schools, they could be organized into Parts A and B, and each part could be scheduled for 110 hours of class time and have a credit value of 0.5. For schools offering both semestered and non-semestered courses, the principal could determine which approach is preferable.

Boards should note that, in accordance with the ministry document entitled "Student-Focused Funding: Technical Paper, 2003–04" (spring 2003), they will be allowed to count these 220-hour locally developed single-credit courses as two credits for the purpose of calculating the average number of credits per pupil under the Special Assistance for Average Per-Pupil Credit Load component of the Teacher Qualifications and Experience Grant.

See also *Guide to Locally Developed Courses, Grades 9 to 12: Approval Requirements and Procedures, 2000.*

4. **Learning Strategies courses.** Students may take a Learning Strategies credit course designed to help them improve the skills they need to be successful in school. Schools may offer a Learning Strategies course to students with an IEP in each of Grades 9 to 12 and to students who do not have an IEP in Grade 9 and Grade 12. For details on the Grade 9 course (Learning Strategies 1: Skills for Success in Secondary School), see *The Ontario Curriculum, Grades 9 and 10: Guidance and Career Education, 1999.* For details on the Grade 12 course (Advanced Learning Strategies: Skills for Success After Secondary School), see *The Ontario Curriculum, Grades 11 and 12: Guidance and Career Education, 2000.*

5. **Modifications to expectations on Individual Education Plans (IEPs).** With regard to modifications to expectations, section 7.12 of OSS states the following: "For some students with an IEP, curriculum expectations for a course will be *selected* from the appropriate provincial curriculum policy document and *modified* to meet the student's needs (these modifications can include changes to the grade level of the expectations)."

6. **Substitutions for compulsory credits.** As stated in OSS, section 3.2, "substitutions may be made for a limited number of compulsory credit courses using courses from the remaining courses offered by the school that meet the requirements for compulsory credits." For example, if Grade 10 Dramatic Arts is used as a substitution for Grade 10 English, Grade 10 Dramatic Arts meets the compulsory credit requirement for Grade 10 English. Students may meet compulsory credit requirements in the arts by successfully completing up to two additional arts courses. See OSS, section 3.2, and appendix 5: Compulsory Credits.

7. **Grade 11 Literacy Skills course.** The course entitled Literacy Skills: Reading and Writing (ELS3O) will assist students in preparing for the Ontario Secondary School Literacy Test. It is possible for students to meet a compulsory credit requirement by successfully completing this course. Once English (ENG) 9, 10, 11, and 12 have been accounted for through a combination of taking the courses, taking one locally developed compulsory credit course in English, and/or using substitutions permitted under OSS, a student may then count the Grade 11 Literacy Skills course for the purpose of meeting the additional compulsory credit requirement of "one credit for an additional course in English from the secondary curriculum policy documents for English". See under "Group 1" in appendix 5 of OSS.

8. **School–work transition programs.** School–work transition programs are specialized programs that prepare students for employment or self-employment. School–work transition programs consist of a number of in-school courses and work-based experiences that prepare students to meet the requirements of a specific occupation or apprenticeship. School–work transition programs require the involvement of employers in their development and delivery. Placements should be selected from current and emerging employment sectors where job opportunities are known to exist. School boards must provide school–work transition programs for students intending to enter the work force directly after graduating from high school. These programs should also be available to students who are identified as exceptional and to students who are not identified as exceptional but who receive a special education program or special education services. See OSS, section 7.4.3.

9. **College preparation programs.** With regard to college preparation programs, section 7.4.2.2 of OSS states the following: "Schools may offer college preparation programs for students who plan to go directly to college from secondary school. College preparation programs will focus on increasing students' awareness of the range of college programs and related career opportunities, and will provide students with secondary school courses that have been linked to a number of college programs through, for example, articulation agreements. When students develop their annual education plan, they can design their individual college preparation programs. These programs should include several college preparation courses or university/college preparation courses for specific postsecondary programs. Programs might focus on preparing students for entry to one-year, two-year, and three-year college programs in business, applied arts, health sciences, and technology, and for related careers. It is essential that school and college faculty collaborate in the development and implementation of these programs."

10. **Multiple-credit broad-based technology courses.** As stated in *The Ontario Curriculum, Grades 11 and 12: Technological Education, 2000*, broad-based technology courses "in Grades 10, 11, and 12 that lead to apprenticeship or certification programs or that are part of school–work transition programs may be planned for up to 330 hours of scheduled instructional time. This additional instructional time allows for the practice and refinement of skills needed to raise the quality of students' performance to the levels required for certification, entry into apprenticeship programs, or participation in school–work transition programs. (It may also support articulation agreements for advanced standing or preferred entrance into specialized programs.) Instructional time may be increased by increments of 55 hours; for each additional 55 hours, students earn an additional half-credit. A maximum of three credits may be earned for the successful completion of a 330-hour course. The number of additional credits and the nature of the assignments to be completed must be established before the start of the course." (p. 6)

    Regardless of the number of credits earned in a broad-based technology course, a maximum of two cooperative education credits may be tied to any one broad-based technology course. Cooperative education programs in which students earn more than two cooperative education credits must be tied to at least two different courses.

11. **Ontario Youth Apprenticeship Program (OYAP).** As outlined in *Cooperative Education and Other Forms of Experiential Learning: Policies and Procedures for Ontario Secondary Schools, 2000*, the Ontario Youth Apprenticeship Program (OYAP) is a specialized program that enables students who are sixteen years of age or older, and who have completed at least sixteen credits towards the OSSD, to meet diploma requirements while participating in an occupation that requires apprenticeship (section 1.7).

    An OYAP student is defined as a student who is earning cooperative education credits for work experience in an apprenticeship occupation (section 1.7). The student may or may not be formally registered as an apprentice while in secondary school. The student's personalized placement learning plan must be based on the on-the-job training requirements outlined in the government-approved training standards for the trade (section 2.4.2). In restricted trades, students must be registered as apprentices in order to receive training in restricted skill sets.

    In schools where multiple-credit technological education courses incorporate level 1 of the in-school apprenticeship, students may be eligible to take the level-1 exemption test. Successful completion of the level-1 exemption test enables the student to move into the intermediate level of in-school apprenticeship training after graduation. (See section 8 of "Ontario Youth Apprenticeship Program (OYAP): Administration and Accountability Guidelines, September 1, 2003, to August 31, 2004".)

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